

## **PSYCHIATRIC SOCIAL WORKER II (SPANISH-SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional social work involving responsibility for performing clinical services to clients and for supervising other social work professionals in the Department of Mental Health. This title is distinguished from that of a Psychiatric Social Worker I in the degree of independent judgment exercised and in the complexity of assignments. The work is distinguished from that of a Psychiatric Social Worker II in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated in the Note below. The work is performed under the direction of a higher-level mental health administrator and supervision is provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Obtains and records psychosocial histories of patients and their families;  
Participates as a team member in conferences designed for diagnosis and treatment of patients;  
Conducts individual and group therapy, under supervision, including cases of a complex nature;  
Intervenes in cases where patient or family are in crisis;  
Interviews and observes patients and families;  
Meets with relatives and others concerned with making effective clinical treatment plans;  
Counsels parents and caregivers in effective child-rearing practices;  
Provides training and supervision for other professional and technical staff;  
Records intake and evaluation summaries, progress notes, treatment summaries, Medicaid reports, discharge summaries;  
Certifies patients for treatment with insurance carriers to assure appropriate and timely payment;  
Ensures that fees for services are properly set and collected;  
Meets with other staff to discuss administrative practices and procedures;  
Attends professional meetings;  
Participates in the interpretation of methods and procedures necessary to carry out community programs;  
Meets and consults with community organizations and facilities in order to promote sound and effective preventive as well as treatment policies and practices.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, methods, procedures and practices of social work; good knowledge of the nature and causes of mental illness including chemical dependency; good knowledge of the common forms of psychiatric disturbances; good knowledge of therapeutic and treatment methods applicable to psychiatric social work; good knowledge of community resources; ability to supervise the work of others; ability to conduct interviews; ability to conduct psychiatric evaluations; ability to diagnose mental illness; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

**MINIMUM QUALIFICATIONS:** A Master's degree in Social Work and possession of a valid license and current registration as Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education and two (2) years of professional social work experience.

(over)

**NOTES:** Incumbents are expected to possess a Level III proficiency in Spanish (as defined by the Local Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to use the language fluently and accurately on all levels normally pertinent to professional needs; can understand and participate in any conversation within the range of their own personal and professional experience with a high degree of fluency and precision of vocabulary; can respond appropriately even in unfamiliar situations; can handle informal translation from and into the language with occasional use of a dictionary and/or grammar book; can readily read difficult prose intended for the general reader, and specialized materials in their own area of expertise.

**SPECIAL REQUIREMENT:** Must maintain license and registration as an LMSW or LCSW issued by the New York State Department of Education throughout the course of employment in this title.

**PROMOTION:** One (1) year of permanent status as a Psychiatric Social Worker I (Spanish Speaking) or any equivalent parenthetical designation.